

Guidance for Policy/Procedures for Pupil Expectations off site

The purpose of this guidance note is to provide clarity on the expectations of our pupils when we take them off site for a visit or a residential trip. In school we are clear about our school rules and acceptable behaviour so this additional guidance is to give clarity on our expectations of young people when they are in a new environment, may be out of school uniform or outside of school hours.

Pupil behaviour

**This part of your policy/procedure should consider all of the expectations of Pupil behaviour. For example:**

As a member of ………………(School/Academy) we fully expect you to adhere to the same expectations of behaviour as that of when you are in school. Please remember that you are representing your School/Academy when you are on any excursion or visit and that unacceptable behaviour will not be condoned.

Please remember to adhere to:

All of the rules of the particular excursion that have been discussed and agreed prior to the visit.

To speak politely to any child/adult whom you encounter on the excursion.

To wear the agreed clothing or uniform discussed.

To follow the instructions of ANY of the staff members or adults who are managing the excursion.

To remain with any staff member or pupil you have been assigned to.

To report any concerning behaviour to any staff member.

To understand the agreed safety plan in the event of any emergency.

Medical Issues

**This part of your policy/procedure should consider any pupils with medical needs/conditions.**

**Any pupil with a medical condition MUST have declared this in school prior to any excursion and an agreed care plan MUST be in place to manage the individual needs of that pupil.**

As a member of …………. School/Academy and a pupil with a medical need or condition, it is imperative that you adhere to the agreed medical plan in place to meet your individual needs.

Please remember:

You must be aware of how and where your medication is going to be stored and managed for the duration of the excursion.

You must be aware of the timings and the administration of that medication during the excursion and seek out a member of staff if there is any delay. Both you and the staff member hold responsibility for ensuring that this happens.

You must seek immediate medical advice or intervention as and when you may need it.

You must follow all agreed guidelines for the carrying of, administration of and recording of any medication received.

If your medication is something that you usually take outside of school hours you must declare this prior to the excursion and agree an appropriate plan of care for school staff to manage the medication whilst on the excursion.

Emergency medical support or additional medical support

**This part of the policy must consider any pupil who may become unwell on the excursion or have a medical condition that requires additional support e.g. intimate care or a sickness bug/illness.**

Please remember:

You must report to a staff member if you are unwell. Support will be provided and may mean a change of room nearer to a toilet facility. The facts of the illness/medical episode will be recorded and shared with your parents upon return or immediately if any additional medical support is required.

Any immediate medical advice will be sought directly and staff may have to make decisions on your behalf and in your best interests in order to ensure your medical needs are met.

Technology and Mobile Phone or Devices

**This part of your policy/procedure should consider your agreed use of technology, mobile phones and devices. It is impossible to cover every scenario that schools may choose, so basic principles have been provided.**

As a member of ………..School/Academy you agree to follow the guidelines and principles of the use of technology, mobile phones and devices.

E.g. There is no agreed use of technology on this excursion, except for the staff who will take images of the excursion and share them with pupils and parents on return. Any parent or pupil who has completed a consent form and does not wish images to be taken or shared will not participate any images.

Therefore any pupil who is observed to be using any technology or device it will be confiscated and returned at the end of the excursion.

Or, The agreed use of technology/devices is that pupils may take images of themselves and others with the permission of that person and their parents to take, use and share the images. This will be during agreed times during the excursion. If you are misusing any device during the excursion it may be confiscated and returned to you following the end of the excursion.

Sleeping Arrangements

**Should the excursion warrant overnight stays it is imperative to include this aspect into the policy/procedure for clarity for pupils and staff.**

As a member of …………. School/Academy you agree to adhere to the expectations of you as a pupil when being accommodated overnight in a venue.

Please remember:

You must stay in the allocated bedroom with the allocated pupils and/or staff.

You must not enter any other bedrooms.

You must report to staff if other pupils or staff/adults enter your bedroom.

You must report any issue of misconduct that occurs in any bedroom immediately.

Risk Assessment

**Pupils who require individual risk assessments for their own personal safety, well being or disability must understand any additional expectations of them in maintaining their safety.**

As a member of …………School/Academy you agree to follow the additional expectations of your unique risk assessment (if you have one) for any unique circumstances e.g. mobility, safety etc.

Please remember:

You must follow the outlined expectations of your risk assessment.

You must not place yourself in any circumstances of additional risk.

You must take responsibility for you own actions.

If you do not adhere to the expectations of you then further consequences to your behaviour will occur on return to school/academy.

Unacceptable Behaviour

**Pupils must be fully aware of the behaviours that are deemed unacceptable as well as the expectations of them so that there are no grey areas.**

Please remember unacceptable behaviour includes:

Buying, handling or using drugs, alcohol or cigarettes.

Misusing the facilities, environment or area visited.

Accessing areas that you should not e.g. other bedrooms.

Behaving in any way that effects the reputation of yourself or the school/academy.

Inappropriate conduct/sexualised behaviour.

Use of foul language.

Disrespecting staff or other adults on the excursion.

Pupil Responsibility

**Expectations of Pupils should be fully shared with them and their parents before any excursion.**

As a member of ………… School/Academy you are responsible for your own actions, safety and well being.

Please remember:

If you feel unsafe, worried or anxious at any point in the excursion you must seek out a member of staff.

If you find yourself in any situation of concern or danger you must follow our agreed safety plan to remove yourself, seek out an adult and/or report the issue.

You are responsible for following all the agreed rules of the excursion and maintaining your own self care.

You are responsible for reporting any circumstances that you observe where another pupil is at identified risk.

You are responsible for behaving in an exemplary way whilst representing both yourself and the school/academy.

**Parents**

**This part of the policy/procedure must make clear to parents what is expected of them.**

As parents you are fully aware of the expectations that are in place for your child, In order to support the staff who are responsible for your child on this excursion please ensure that you.

Review this document with them and the expectations are clear.

Remind your child that they will be returned home to you immediately (at your expense) if their behaviour is deemed unacceptable.

Accept full responsibility for your child and their behaviour whilst on this school trip (inclusive of any additional costs from unacceptable behaviour)

**I have read the Pupil Expectations policy/guidance and agree to adhere to it:**

**Signed……………………………………. (Pupil)**

**Signed…………………………………….. (Parent)**

**Signed……………………………………… (School/Academy)**

**Date…………………………………………..**